



Leave Policy

Leave must be pre-approved by supervisor.

No set vacation, sick, or personal leave days.



Members on-track to achieve 1700 hour requirement may be granted short-term (a few days) time off for personal matters.

Members not on-track to achieve 1700 hours may only be granted time off for urgent personal needs such as medical issues, family bereavement leave, and (DSHS) appointments.



Leave Policy, cont...

Unexcused Absences

- Three consecutive unexcused absences may result in termination.

Holiday Leave

- Generally the same as sponsor site.
- Unless approved service is scheduled, holiday hours will not count as service hours.

Suspension or Administrative Hold

- No service hours credited or living allowance paid.

Military & Jury Duty Leave:

- Members will be granted leave and earn service hours.
- Military: Maximum 15 days paid duty service.
- Jury Duty: Must provide a copy of the summons to the project site supervisor.